

This document contains the basic User  
Manual for Panel Clinics on the usage of  
SOCISO's e-Health Application Technology  
(SeHAT)

# SeHAT User Manual (Panel Mammogram)

PERKESO

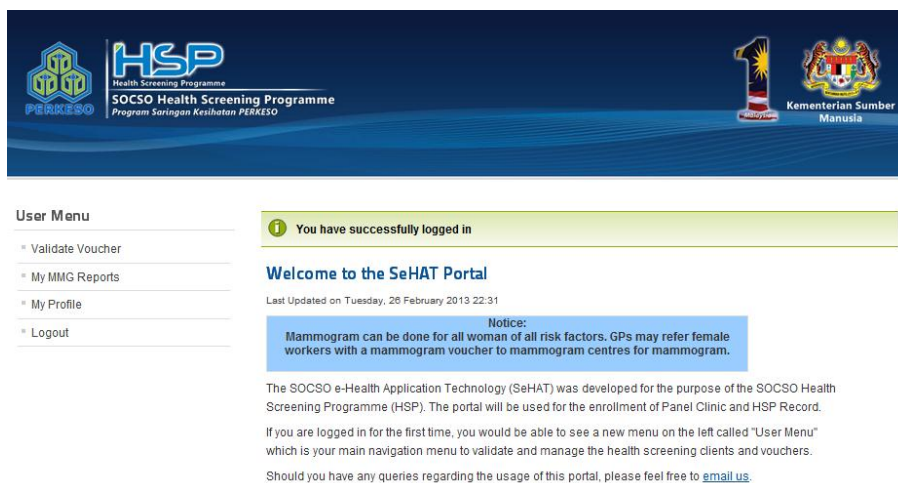
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# KANDUNGAN

| <b>No.</b> | <b>Contents</b>                   | <b>Pages</b> |
|------------|-----------------------------------|--------------|
| 1.         | Log In                            | 2            |
| 2.         | User Menu                         | 4            |
| 3.         | Validating a Voucher              | 5            |
| 4.         | Updating Patient's Record         | 8            |
| 5.         | Submit a Report for Payment       | 11           |
| 6.         | Maintaining My Clinic Information | 11           |
| 7.         | Log Out                           | 13           |

## 1.0 Log in

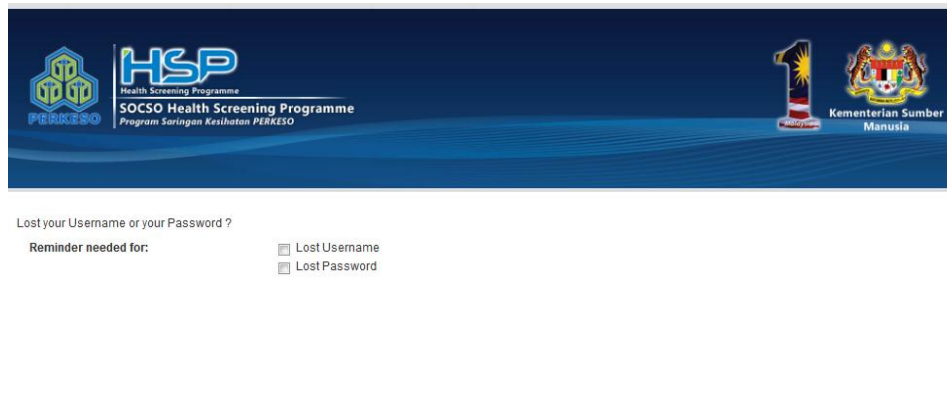
1. You must be an approved mammogram panel before login into the portal.
2. To login to the portal, please point your browser to <http://sehat.perkeso.gov.my>
3. Enter your username and password.
4. If your username and password is correct, you will see the following screen:



## 1.1 Cannot Log in

### 1.1.1 Wrong or Forgot Username

1. Please point your browser to <http://sehat.perkeso.gov.my>
2. Look for the “Forgot Login” link below the user login function.
3. Click on “Forgot Login”.
4. You will see the following screen:

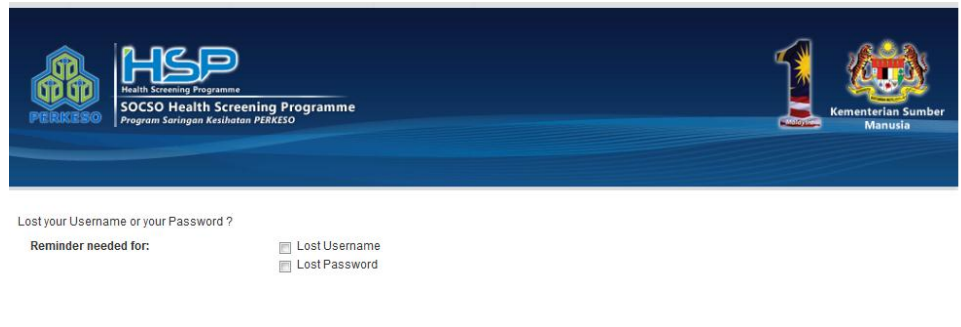


5. Select “Lost Username”.

6. Enter the email address which you have used during registration.
7. Click “Send Username”.
8. Check your email. Your username will be sent to your email address. Please check your Spam box if the email is not in your Inbox.

### 1.1.2 Wrong or Forgot Password

1. Please point your browser to <http://sehat.perkeso.gov.my>
2. Look for the “Forgot Login” link below the user login function.
3. Click on “Forgot Login”
4. You will see the following screen:



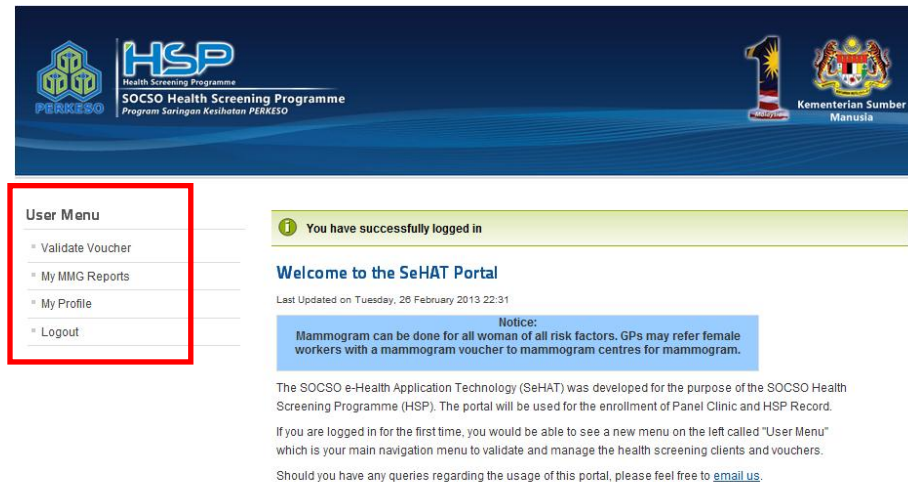
5. Select “Lost Password”.
6. Enter your username and email address which you have used during registration.
7. Click “Send Password”.
8. Check your email. Your username will be sent to your email address. Please check your Spam box if the email is not in your Inbox.

### 1.1.3 Forgot Both Username and Password

1. Repeat step 2.11, once you have received your username. Complete step 2.12.

## 2.0 User Menu

1. Once you have login to portal. You will see the 'User Menu' as follow.



### 2.1 Validate Voucher

To confirm the owner of the Health Screening Program voucher by utilizing the voucher number.

### 2.2 My MMG Reports

List of patient which has been validated by the mammogram centre.

### 2.3 My Profile

Information about the Clinic Name, Clinic Registration Number Address and contact number.

### 2.4 Logout

To register out and disconnect from the SeHAT portal.

### 3.0 Validating a Voucher

1. Click on **Validate Voucher**.
2. You will see the following screen.

HOME SEARCH PANEL CLINICS PANEL APPLICATION CONTACT US

**SOCESO Health Screening Programme**  
Program Saringan Kesihatan PERKESO

**Voucher Validation for Clinics**  
Category: [Information](#)

Before proceeding, please ensure you have the voucher number ready. Enter the voucher number according to the sample below:



Once you have the number please enter the numbers in the search box below and click submit.

Validating a HSP Voucher Number may take some time. Please be patient and click submit once.

 **Click Here to Continue with validation**

3. Please read the instruction carefully.
4. Click on '**Click Here to Continue with Validation**' to validate the voucher.
5. You will see the following screen.



#### User Menu

- Validate Voucher
- My MMG Reports
- My Profile
- Logout

Validate SOCISO HSP Voucher For Mammogram Centre

**Voucher must be validated by the clinic first. The voucher will not be listed if the clinic has not confirmed the voucher. Please contact the clinic to confirm the voucher.**

Enter search criteria

Voucher Number (without dash):

> Submit

6. Please note that **voucher must be validated by the clinic first. The voucher will not be listed if the clinic has not confirmed the voucher.** Please contact the clinic to confirm the voucher.
7. Enter the voucher number and click '**Submit**' and your patient's name will be appearing.



Validate SOCISO HSP Voucher For Mammogram Centre

**Voucher must be validated by the clinic first. The voucher will not be listed if the clinic has not confirmed the voucher. Please contact the clinic to confirm the voucher.**

Enter search criteria

Voucher Number (without dash):

1234567890CDEFGH

> Submit

Search results

| Voucher Number   | Name                         | IC Number    |
|------------------|------------------------------|--------------|
| 1234567890CDEFGH | <a href="#">Michelle Tan</a> | 123456789121 |

8. Check the patient's details (e.g.; Full name, Identification No and Voucher No) are correct.
9. Click on the patient's name and you will see the following screening;



Program Saringan Kesihatan (Mammogram)

Patient Profile for Michelle Tan

Voucher Number: 1234567890CDEFGH

| Patient Info   |   | Mammogram Report | File History |
|----------------|---|------------------|--------------|
| Name:          | Michelle Tan  |                  |              |
| IC No.:        | 123456789121  |                  |              |
| Address:       | 34 Jalan Timun<br>45654, Ipoh<br>Wilayah Persekutuan Kuala Lumpur |                  |              |
| Telephone No.: | 05-45654654   |                  |              |
| Employer Code: |   |                  |              |
| Clinic:        | Klinik Sejahterah - Mr Edmund Cheong                              |                  |              |

Edit View

10. From here, you can see the patient's details including their panel clinic.



## 4.0 Updating a Patient Record

1. To update patient record, move your cursor to 'Edit' button and 'Update Record' button will appear.

PERKESO HSP Health Screening Programme  
SOCSCO Health Screening Programme  
Program Saringan Kesihatan PERKESO

1 Kementerian Sumber Manusia

Program Saringan Kesihatan (Mammogram)  
Patient Profile for Michelle Tan  
Voucher Number: 1234567890CDEFGH

| Patient Info   | Mammogram Report  | File History |
|----------------|---|--------------|
| Name:          | Michelle Tan  |              |
| IC No.:        | 123456789121  |              |
| Address:       | 34 Jalan Timun<br>45654, Ipoh<br>Wilayah Persekutuan Kuala Lumpur |              |
| Telephone No.: | 05-45654654   |              |
| Employer Code: |   |              |
| Clinic:        | Klinik Sejahterah - Mr Edmund Cheong                              |              |

Edit View  
**Update Record**

2. Click on 'Update Record' button and you will see the following screen;

PERKESO HSP Health Screening Programme  
SOCSCO Health Screening Programme  
Program Saringan Kesihatan PERKESO

1 Kementerian Sumber Manusia

Edit Michelle Tan (1234567890CDEFGH)'s Details  
**WARNING:** You are about to amend a Patient Record. Please ensure that you are editing the right profile.  
You are editing the record of: Michelle Tan (1234567890CDEFGH).

Patient profile for Michelle Tan  
Voucher Number:1234567890CDEFGH

**Update Mammogram Results**

Patient can be classified as having high risk.

Please enter findings:

- ☐ Category 0
- ☐ Category 1
- ☒ Category 2
- ☐ Category 3
- ☐ Category 4
- ☐ Category 5

Legend:

- Category 0 - Incomplete
- Category 1 - Negative
- Category 2 - Benign findings
  - Mammogram shows no grouped or suspicious microcalcifications, no well-formed mass, a symmetrical glandular structure, and no change from any previous exam
  - Round opacities with macrocalcifications (typical calcified fibroadenoma or cyst)

3. Enter your results and click 'Save'.

4. You will see the following screen;



**i** The details have been saved.

Program Saringan Kesihatan (Mammogram)

Patient Profile for Michelle Tan

Voucher Number: 1234567890CDEFGH

| Patient Info  | Mammogram Report | File History |
|---|------------------|--------------|
| Worker's e-file retrieved by clinic on: 2013-02-27 14:28:28           |                  |              |
| Worker's e-file retrieved by mammogram centre on: 2013-02-27 15:15:00 |                  |              |
| <del>Clinical Report Completed on: 2013-02-27 15:24:36</del>          |                  |              |
| Mammogram Report Completed on: 2013-02-27 15:23:33                    |                  |              |

Edit View

5. The details have been saved and you can see that your mammogram report is completed on respective date and time.

#### 4.1 How do I know that the Report is Complete?

1. On 'User Menu', click on 'My MMG Report'.
2. You will see the following screen which shows the list of your patients and the summarized details.
3. Here, you can see that your mammogram report is completed on respective date and time.



My Mammogram Reports  
2 Result:

| Voucher Number           | Name   | Referral  |
|--------------------------|--|---|
| 1234567890CDEFGH         | <a href="#">Michelle Tan</a><br>123456789121             | Report prepared by: Mr Edmund Cheong (Klinik Sejahterah)<br>Mammogram Report prepared by: <b>Mammogram Ampang</b><br>Clinical Report completed on: 2013-02-27 15:24:16   Mammogram Report completed on: 2013-02-27 15:23:33 |
| - No Voucher Specified - | <a href="#">- No Voucher Specified -</a><br>000000000000 | Report prepared by: ()<br>Mammogram Report prepared by: <b>Mammogram Ampang</b><br>Clinical Report completed on:   Mammogram Report completed on: Pending Completion  |

4. If your report is not completed, it will show 'Pending Completion'.



My Mammogram Reports  
2 Result:

| Voucher Number           | Name   | Referral  |
|--------------------------|--|---|
| 1234567890CDEFGH         | <a href="#">Michelle Tan</a><br>123456789121             | Report prepared by: Mr Edmund Cheong (Klinik Sejahterah)<br>Mammogram Report prepared by: <b>Mammogram Ampang</b><br>Clinical Report completed on: 2013-02-27 15:24:16   Mammogram Report completed on: 2013-02-27 15:23:33 |
| - No Voucher Specified - | <a href="#">- No Voucher Specified -</a><br>000000000000 | Report prepared by: ()<br>Mammogram Report prepared by: <b>Mammogram Ampang</b><br>Clinical Report completed on:   Mammogram Report completed on: Pending Completion  |

## 5.0 Submit a Record for Payment

1. To submit your patient record for payment, please make sure your mammogram report is completed by repeating Step 5.1
2. Once you have completed your mammogram report, report will automatically receive by PERKESO for payment.
3. Payment will be through the clinic. The mammogram centre should receive the payment within 14 working days after panel clinic received the payment from PERKESO.

## 6.0 Maintaining My Mammogram Centre Information

1. Click '**My Profile**' at your main page.



2. You will see the following screen. To edit your clinic information, click on '**Update Details**'.



### HSP Mammogram

Welcome to your profile Mammogram Ampang

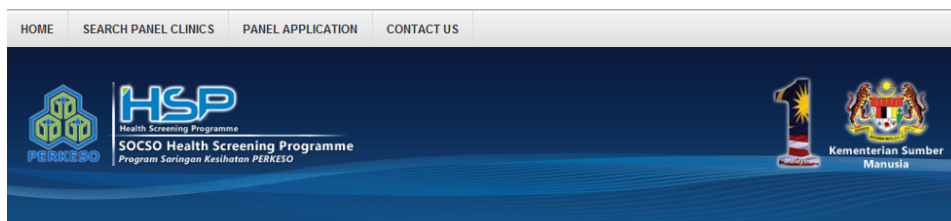
Your profile was last updated:

| Panel Information | More Information  |
|-------------------|---|
| Centre Name:      | Mammogram Ampang  |
| License No.:      |   |
| Address:          | 238 Jalan Ampang<br>50538, Ampang<br>Wilayah Persekutuan Kuala Lumpur |
| Telephone No.:    | 03-34323423   |
| Fax No.:          |   |
| Website:          |   |

Edit

Update Details

3. You will see the following screen.



### Edit Your Details

| System Information   |                    |
|----------------------|--------------------|
| Username:            | clinic1            |
| Change Password:     |                    |
| Verify New Password: |                    |
| Email address:       | hspsocto@gmail.com |

| Clinic Information       |   |
|--------------------------|---|
| Clinic Name:             | Klinik Sejahtera  |
| Clinic Registration No.: | 0928412340932- Enter according to this format: xxxxxx-xxxx-xx                                 |
| Address:                 | 48 Jalan Setia Impian U13/3M<br>%#not-me<br>Postcode: 40180 Town: Shah Alam 2<br>State: Johor |
| Telephone No.:           | 013-1233456 Example: 03-3456789   |
| Fax No.:                 | 013-1233456 Example: 03-3456789   |
| Website:                 |   |
| Owner (The Applicant):   | Mr Edmund Cheong  |

| Person in Charge (Orang Bertanggungjawab) Information / PERKESO HSP Panel Doctor |                  |
|--|------------------|
| Name:  | Mr Edmund Cheong |
| NRIC No.:  | 789345734857     |
| Qualifications:  | MBBS             |
| MMC Registration:  | 12345            |
| APC No. (2012):  | 2093748          |
| Email address:   |                  |

4. Here you can change your username, password and other editable details. Then click 'Save'.

## 7.0 Log out

1. To register out and disconnect from the SeHAT portal, back to main page.



2. Click on 'Logout'.

## 7.1 Auto Log out

1. If you left this portal idle for more than 5 minutes, this system will automatically logout.
2. Re-login to access back to the portal.